

SUPPLEMENT 1**GREAT BASIN INCIDENT MANAGEMENT TEAM OPERATING PLAN**

The Great Basin hosts two Type 1 National Incident Management Teams (IMT) and five Geographic Type 2 IMT's. All Great Basin IMT's operate under the umbrella of the Great Basin Coordinating Group (GBCG) to provide an interagency approach to wildland fire management in the Great Basin. GBCG agency representatives are responsible for ensuring that respective agency policy and procedures are maintained and that agency administrators are informed. The Great Basin IMT's are comprised of a diverse group of emergency responders dedicated to a common goal of managing potentially serious, complex, and costly incidents. These teams are expected to manage all incidents in a professional manner that supports the values and mission of the respective host agency. The GBCG will provide oversight and be the decision body for all facets of IMT administration including selection of Incident Commanders, approval of team rosters, team successional planning, and team availability periods.

A. Purpose and General Guidelines

1. Great Basin Incident Management Teams are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators in the management of complex wildland fires within their area. An analysis will be used to assist Agency Administrators in determining the type and complexity of each incident. This will be documented and used to match the appropriate management capability to the requirements of the incident and its potential.
2. Type 1 Teams represent the highest level of incident management expertise in the nation; they participate in a national rotation and may be mobilized to any kind of incident. Normally they are ordered and assigned to high complexity incidents involving; multiple agencies or jurisdictions, complex logistical support needs over extended duration, high-level political involvement, and high risks to resources, public safety, or life/property. Type 1 Teams are staffed to be fully functional in all ICS sections, have expertise to manage complex air operations, and can expand to support numerous divisions and groups for extended periods of time.
3. Type 2 Teams are staffed to manage incidents complex enough to exceed the capabilities of a Type 3 Team, but of less complexity than would require a Type 1 Team. All ICS Command and General staff positions are occupied, but management experience is generally less than Type 1 Teams.
4. When assigned, Great Basin Incident Management Teams serve Agency Administrator(s) of a local unit/jurisdiction or a group of units and will abide by the policies of the agencies for which service is being provided.
5. Teams will apply guidelines in the Interagency Standards for Fire and Fire Aviation Operations (Red Book), NWCG Fireline Handbook, National and Great Basin Mobilization Guides and other agency-specific operational policies to assure safe and effective management strategies and tactics.

B. Team Oversight and Evaluation

1. The Great Basin Coordinating Group is the decision body and provides oversight to the Incident Management Teams. The Great Basin Operations Committee provides recommendations to the

Coordinating Group as well as provides logistical support including staffing for Great Basin Incident Management Teams.

2. Evaluations will be completed by Agency Administrators for all incidents within their jurisdiction using the Great Basin Performance Evaluation Form. Performance evaluation forms or narratives shall be completed and forwarded to the Great Basin Coordinating Group Operations Specialist within 14 days of the team closeout by the Incident Commander. The Great Basin Operations Specialist will forward evaluations to the Great Basin Operations Committee chairperson. Agency Administrators should follow-up with Incident Commanders 60 to 90 days following the close of the incident to provide feedback on the incident finance package. An overview of closeout issues will be prepared by the Operations chair / Operations Specialist and presented to the GBCG.

C. Incident Commander and Incident Management Team Selection Procedures

Selection of Incident Commanders

1. When a vacancy exists a Vacancy Announcement will be developed and it will be advertised by the Great Basin Coordination Centers. Nominations for Incident Commanders and Trainees will be submitted via the Incident Command Application Program (ICAP) at <http://www.nwportal.fs.usda.gov/>. Links to ICAP can also be found at the GBCC website under Overhead / IMT. The nomination package will be forwarded to the Great Basin Operations Chair who will assign a task group to review and evaluate the nominees. The GB Operations Committee will forward their recommendation to the GBCG for approval. The GBCG will send out acceptance letters to the new IC's.
2. In geographic area ICs will serve for three years contingent on satisfactory performance. Out of geographic area candidates must reapply every year. The outgoing IC will serve as the team IC until the new team roster is finalized.
3. A standard set of selection factors and a rating and ranking criteria shall be utilized for selection of all Incident Commander Positions. Interviews will also be conducted.
4. In the event an IC cannot complete their tenure, the GBCG will appoint an interim IC to complete that fire season.
5. IC's for Great Basin IMTs must be sponsored and represented by a Great Basin agency that is a signatory to the Memorandum of Understanding for the Operation of the Great Basin Coordinating Group.
6. If a Great Basin IC is not available to take their team on an incident and Alternate IC may that the team if reasonable transition arrangements are made. Alternate IC's must be approved by the GBCG. If no Alternate IC is available the IMT will not be available and may be removed from rotation.
7. Type 1 ICs will have prior experience as a Type 2 IC on an organized geographic area sponsored Type 2 Team. They will have been assigned as an Incident Commander for at least one season.

Selection of Incident Management Team Members

1. Nominations for IMT members within the Great Basin are the responsibility of the individual, their supervisor and their respective Great Basin Operations Committee representative. Nominations will be submitted via Incident Command Application Program (ICAP) at <http://www.nwportal.fs.usda.gov/>. Links to ICAP are can also be found at the GBCC website under Overhead / IMT.
2. The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. All team members must meet NWCG 310-1 qualifications. The Great Basin Coordinating Group will have final say on the membership of the Great Basin incident management teams.
3. Each position on the team(s) is required to re-apply every year. **Out of geographic area candidates, trainees and AD's are also required to re-apply every year.** Out of geographic area candidates will require approval from their respective Geographic Area Coordinating Group prior to selection.
4. Team members who move to a new job within the Great Basin will need to submit a new nomination form with new supervisor approval to complete the present commitment.
5. Each nomination must be signed by the employee and supervisor via the ICAP Web Portal. This ensures that he or she will make the necessary commitment to meet the National and GACC schedule, assignments, and meetings. Unit training officers will review the applicant's IQCS/IQS records and document that all prerequisite experience and qualifications are met.
6. The GB Operations Committee and Great Basin IC's will meet by the first week of February to review and approve the proposed team rosters for the each IMT. The GBCG Chair will attend the selection meeting to provide input and oversight.
7. Proposed team rosters will be submitted to the Great Basin Coordinating Group within 10 days of the IMT selection. Using the master roster template to ensure consistency of team positions, number of trainees, and consistent with Great Basin policies.
 - a. If a vacancy occurs after the team is selected, the Incident Commanders may select a replacement of a team member by having the individual submit a nomination. This will initiate a one year commitment unless otherwise negotiated.
 - b. Individuals may be assigned to only one incident management team at a time.
 - c. All Great Basin personnel that apply for out of geographic area teams need approval from GBCG. It is the responsibility of the Great Basin Operations Committee Chair to coordinate this with the Great Basin Operations Specialist and / or the Great Basin Coordination Centers.
 - d. While it is desirable to maintain team consistency over consecutive years, selection of team members in future years is not an entitlement. Applicants will be evaluated on an annual basis and must compete with other applicants for the same position among the 7 Great Basin Teams. Past position specific performance evaluations will be used when making selection decisions if necessary.

8. The Great Basin standard for team selection priority is in the following order:

Agency (Federal/State) – In the Geographic Area

Cooperators – Full time – In the Geographic Area

Agency (Federal/State) – Out of the Geographic Area

Administratively Determined (AD) – In the Geographic Area

Administratively Determined (AD) – Out of the Geographic Area

Cooperators – Out of the Geographic Area

Supplemental Fire Department Resources (SFDR)

9. In selecting primary team members and trainees, the IC's and GBOC will strive for the best possible mix of highly qualified and diverse candidates which may require some adjustments within initial team selections.
- Candidates must meet all pre-requisites for training, experience, and physical requirements. Failure to meet all qualification requirements will preclude selection.
 - Agency personnel will be utilized when possible before Administratively Determined (AD) personnel or Supplemental, to ensure continued development of agency employees. Out of geographic area team members will be considered if no qualified Great Basin agency candidate's area available. Out of Geographic Area applicants must have approval from the Geographic Area they reside in.
 - Trainee and mentored positions will be encouraged, with an emphasis on developing future team candidates and participation. Trainees will be assigned on a 1:1 ratio with current team members.
10. Nominees and Trainees not selected for teams will be notified of their status and pooled in a list for all teams to select from as additional vacancies are identified. (Utilize GB Pool List as first priority). These names may also be forwarded to other GACCs for their use on their own teams.
- Great Basin S-520 Pre-requisites:**
 - All S-520 candidates will meet the minimum qualifications listed in 310-1.
 - All S-520 candidates must perform successfully as a trainee on a Type 1 team prior to attending the course. Trainees are required to have some elements of their Position Task Book (PTB) completed prior to attending S-520.
 - If the candidate does not perform as a trainee on a Type 1 team they must have a documented positive performance evaluations and a written recommendation from their Type 2 IC to the GB operations committee. This should be an exception and apply to candidates with the appropriate level and depth of Type 2 team experience.

- All candidates must have a written recommendation from their agency. The sponsoring unit Fire Management Officer is responsible for ensuring the recommendation has been completed. All candidates must have concurrence from the Great Basin Coordinating Group.
- Upon successful completion of S-520, trainees will be expected to be committed to a Type 1 IMT to complete the Type 1 qualification
- Candidates not selected for S-520 will be notified by the Chair, Great Basin Coordinating Group as to why they were not selected. This notification will be made in writing through the sponsoring agency FMO.
- Any deviation from the above will be reviewed by the Great Basin Coordinating Group.

b. Great Basin S-420 Prerequisites:

- All S-420 candidates will meet the minimum qualifications listed in 310-1. For Type 2 Command and General Staff positions and must perform successfully as a trainee on a Type 2 team prior to attending the course. Trainees are required to have some elements of their Position Task Book (PTB) completed prior to attending S-420.
- All candidates are required to have a recommendation from their agency, an incident commander and concurrence from the Great Basin Operations Committee prior to attending S-420.
- Any deviation from the above will be reviewed by the Great Basin Ops committee and approved by the Great Basin Coordinating Group.

11. Team Member Recruitment and Nomination Process:

Early September: Chair, GBCG will send out recruitment notice for Incident Commanders with a due date of Mid October.

Mid October: Chair, GBCG will send out the team nomination letter to agencies within the geographic area.

Early November: GBOC will forward IC recommendations to the GBCG for approval.

Mid December: Team nominations due to Agency Representative / ICAP portal early January.

Early February: GBOC and ICs select team members.

Early April: Annual Team Workshop. This may be done via web-cast, on-line meeting and informational web site.

D. Tracking of Team Members

Incident Management Team members will be tracked by tenure, qualification development and skills and ability so that the Great Basin can provide successional planning for the future of our teams. This

will also allow for opportunities for trainees who have been signed off to replace team members who have long standing tenure or are advancing to the next level.

E. Mobilization

1. The Great Basin Mobilization Guide identifies current mobilization procedures and responsibilities.
2. Each team will use their Master roster to formulate a Mobilization Roster for each callout period no less than two days prior to the scheduled call-up period and submit it to their sponsoring coordination center.
3. After mobilization and based on negotiation with the hosting unit, name requests may be identified on the Mobilization Order to support the team's management of the incident. These requests are generally the exception and are appropriate only for positions that cannot be filled during periods of high fire activity. See Chapter 20 for procedures for ordering name requests for Great Basin Priority trainees.
4. On-call teams are required to be available for mobilization within two hours during the designated call-out period. For Type 1 teams, the next available team in rotation is required to be available within eight hours. The Coordination Centers will establish procedures to assure prompt notification and mobilization of teams.

F. Team Configurations

1. The Great Basin Type 1 and Type 2 Long Team and Short Team configurations follow the national standard. (See the Great Basin Mobilization Guide, Chapter 60 and the National Interagency Mobilization Guide, Chapter 60).
2. The requesting unit has the authority to increase or decrease the number of ordered positions. The Incident Commander and the requesting unit will negotiate any changes to the configuration.

G. Trainees

1. Trainees will be selected per procedures identified within the Great Basin Trainee Prioritization Program. (See Great Basin Mobilization Guide, Chapter 20)
2. Agency trainees from outside the Geographic Area will only be considered with a justification to the Great Basin Operations Committee.
3. **Trainees are not considered permanent team members. Upon fulfilling the on-the-job requirements and completing all of the elements in their position task books, assigned trainees shall be replaced with a new trainee. Incident commanders can use the Great Basin priority trainee list to find a replacement trainee for their roster.**
4. The Great Basin recommends that trainees are mobilized with a maximum of a 1:1 ratio of Qualified Position /Trainee. The 1:1 ratio does not require that the Qualified Position be the equivalent to the trainee. For example a Finance Section Chief may mentor a Time Unit Leader.

5. All IMT's ordered for an incident within the Great Basin will include an Incident Training Specialist (TNSP) either through a regular rostered position or mobilized through the Great Basin Geographic Area Training Representative (GATR). The TNSP will be the IMT representative for the GB priority trainee program.

The TNSP will ensure that all Great Basin priority trainees have an evaluation completed for the assignment. A copy of the evaluation will be sent to the home unit and the GATR. Any negative evaluations will be forwarded to the respective Great Basin Operations Committee representative.

6. Teams will provide the GBOC a summary of trainees and their status for the fall meeting.

H. Team Rotation and Assignment (See Great Basin Mobilization Guide, Chapter 60)

1. Type 1 teams are available year-round. NICC will establish the national team rotation schedule and guidelines and post it to the NICC website. The "Rocky Basin" team rotation and guidelines will be published in the Great Basin Mobilization Guide (Chapter 60) and posted on the GBCC websites.
2. Team Rosters will begin on the next team rotation after the team selection meeting.
3. Once a Type 1 team has been mobilized, the next team on rotation will fill for the remainder of that call-out period. They will remain in rotation through their regularly scheduled rotation so that the rotation remains the same. Once a team is mobilized or if a team is unavailable, the next team in order of rotation will assume their position until they are mobilized or the rotation period ends. If a team is released to their home unit, has time left in the rotation and are available, they will enter the rotation in the last position.
4. Type 2 teams will normally be on-call from mid-May until the end of October. During the "shoulder seasons" mid-May until mid-June and the end of September through end of October, only two IMT's will be on-call in the rotation. The Coordination Centers will publish rotation schedules and Call-up guidelines. Agencies with needs to expand the rotation period for these teams should make this request to the Coordinating Group prior to the last rotation.
5. If all Type 2 teams in a rotation are mobilized, additional orders for Type 2 Incident Management Teams will be placed at NICC. The Great Basin Coordinating Group may consider utilizing the next on-call Great Basin Type 2 IMT rather than placing the order with NICC.
6. During periods of high activity, Great Basin Type 2 teams can be activated a maximum of three days prior to the scheduled call out period, with concurrence of the GBCG and IC's. This policy is in place to mitigate team member fatigue and maintain the support of management.

I. Team Continuity and Commitment

1. Commitment of all in-geographic area Incident Management Team members shall be for a period of one year per position. Team members will need to reapply annually if interested and available. IC's serve a commitment of three years.
2. Factors such as number of assignments, team turnover, and opportunities for serving in other capacities may influence retention. Retention on a team will be based on observed performance and documented evaluation.

3. When an Incident Commander vacates the position outside the normal selection period the team may be kept intact pending selection of an Alternate IC. The Alternate IC will take the team until the IC Vacancy Announcement process is initiated in the fall. Pending selection of a new IC, team members will need to re-apply during the annual team selection process.

J. Substitutes and Assigned Team Members Each Call Up Period

1. The Deputy Incident Commander may be allowed to take the Type 1 team out, but must have prior approval by the Great Basin Coordination Group and/or the Great Basin MAC.
2. Great Basin Type 2 teams are allowed to carry an additional ICT2 which may take the team if the primary IC is not available. Teams mobilized with the substitute IC's that are not regular team members must have GBCG approval. Teams with substitute IC's may be mobilized with no geographic restrictions, as long as other National or area substitution criteria have been met.
3. Substitution of Type 2 Command and General Staff positions prior to mobilization will not be considered as a vacancy. If there are more than 2 vacancies in the Command and General Staff at the time of dispatch, the team will not be available and stood down.
4. Type 1 Teams will follow the National Interagency Mobilization Guide for substitution of assigned team members.

K. Replacement of Assigned Team Members

1. Incident Commanders may select a replacement of an assigned team member for the remainder of the year until the next selection. If a person is selected as a substitute for the remainder of the year, a nomination needs to be completed if the nominee is not in the unselected pool of candidates identified at team selection.
2. Incident Commanders may initiate removal action for team members missing more than three call-up periods or call-outs during a year without a valid reason. The Team Incident Commander will draft a letter from the Operations Committee chair to inform the individual and his or her supervisor and agency administrator of the action.
3. The removal of team members for performance or conduct issues must be directly communicated to the individual prior to leaving the incident as well as thoroughly documented by the incident supervisor and Incident Commander. All such documentation will be forwarded to the agency GBOC representative and the home unit supervisor.

L. Incident Close Out

The team will work with the agency administrator to provide an agenda and time frames for the closeout to the dispatch center. An incident close out should not be open to the public and may include members from the following entities:

- Agency Administrator(s) and Land Manager(s)
- Expanded Dispatch and Communications Center Manager or ECC Representative

- Appropriate GACCs
- Local Administrator (AO, procurement)
- Great Basin/Zone Cache
- Area Command
- MAC Group
- Incident Business Advisor
- Local FMO
- Great Basin Coordinating Group Representative
- Great Basin Operations Specialist

THIS PAGE LEFT BLANK INTENTIONALLY